

NORTHBOROUGH FREE LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES, JULY 11, 2017

**PRESENT:** William Frankian, Mitch Cohen, Michelle Rehill (Chair), Jocelyn McElhiney, Jack Sharp, Ralph Parente, Lara Helwig

**ALSO PRESENT:** Chris Lindquist, Katrina Ireland

**FINANCIAL REPORT:** The budget for FY 2017 stands at 103% of salary, and 94% of expenses. The board recommends a study of labor cost overages.

**PERSONNEL:** The Town will be conducting a C&C study of the Library staff positions and other town offices. We are in the process of recruiting a part time Circulation Assistant.

**BUILDING & MAINTENANCE:** All RFPs for cleaning crew/services have been received. A decision will be made between the two bids. Tighe & Bond Engineers will be conducting a solar feasibility study of Town municipal buildings, including the Library.

**ADMINISTRATION:** John Coderre left open the possibility of a restoration of Thursday hours in the future. The Board gave a firm “no” to a gate-down opening of the meeting room on Thursday evenings. It was suggested that we compare the cost of this partial opening vs a full opening.

**EMERGENCY TRAINING:** Consulting with Fire & Police Departments for CPR/AED and ALICE training. They will also test the panic button. The board recommended an annual (or at least recurring) training for emergency response.

**DEVELOPMENT COMMITTEE:** Three fundraising consultants were met with, and the committee unanimously chose Carlton & Co. as the group to recommend. The board approved their recommendation, and would like to meet with the consultant as well.

Children’s Summer Reading is off to a great start!

The next meeting of the Board is September 13, 2017

Chair Michelle Rehill adjourned the meeting at 7:45 PM.

Respectfully Submitted,

William Frankian